



FY 2022 Title II Formula (JJAC) Grant Program Notice of Funding Availability (NOFA)

Online Submission Deadline: May 12, 2021, 3 pm

Funded by:

**The U.S. Department of Justice, Office of Justice Programs,
Office of Juvenile Justice and Delinquency Prevention (CFDA# 16.540)
and the State of Maryland**

Governor's Office of Crime Prevention, Youth, and Victim Services
100 Community Place
Crownsville, Maryland 21032-2022
www.goccp.maryland.gov
(410) 697-9338

Larry Hogan, Jr., Governor
Boyd K. Rutherford, Lt. Governor
V. Glenn Fueston, Jr., Executive Director

ELIGIBILITY

Local government agencies, state agencies, state and local law enforcement, and non-profit organizations, including faith-based organizations may apply for funding under the JJAC Grant to improve outcomes for children and youth within the juvenile justice system.

IMPORTANT LINKS

Application Instructions: <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>

Grants Management System (GMS): <http://goccp.maryland.gov/grants/>.
GMS submission is required; Hard copy applications are not accepted.

Purpose

Thank you for applying for the **Title II Formula (JJAC) Grant Program** from the **Governor's Office of Crime Prevention, Youth, and Victim Services (Office)**. The primary purpose of JJAC is to improve outcomes for children and youth within the juvenile justice system by increasing and strengthening community-based services and focusing on delinquency prevention and aftercare/reentry. This funding correlates with the Children and Youth Division's goals of increasing the wellbeing of Maryland's children and youth as well as addressing Adverse Childhood Experiences (ACEs) and the impact of childhood trauma.

If you need application assistance, please contact:

Sabraya Knight, Title II (JJAC) Program Manager
Sabraya.Knight@maryland.gov

Justice Schisler, Chief of Programs
Justice.Schisler@maryland.gov

If you need assistance with program criteria or have questions on program design, please contact:

Christopher Miele, Policy Analyst, Children and Youth Division
christopher.miele1@maryland.gov

The Governor's Office of Crime Prevention, Youth, and Victim Services' success is measured by subrecipient success. It is critical that we hear from you, our customers. The Hogan-Rutherford administration is committed to providing the best possible customer service to our citizens. To share your ideas on how the Office can best serve you and provide support, please email the above program manager to provide your feedback or complete a three question [customer experience survey](#).

Governor's Office of Crime Prevention, Youth, and Victim Services' Mission:

To serve as a coordinating office that advises the Governor on criminal justice strategies. The office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhance public safety, reduce crime and juvenile delinquency, and serve victims.

TABLE OF CONTENTS

ELIGIBILITY CRITERIA	4
PROGRAM DESCRIPTION	4
PROGRAM REQUIREMENTS	5
APPLICATION PROCESS	11
TRAINING/TECHNICAL ASSISTANCE (TA)	12
IMPORTANT DATES	12
APPLICATION EVALUATION	13
FUNDING SPECIFICATIONS	14
DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS	15
APPLICATION CHECKLIST	17

I. ELIGIBILITY CRITERIA

A. General

The following entities in Maryland are eligible to submit no more than one (1) application for JJAC funding:

- Non-profit organizations, including faith-based organizations
- Local law enforcement
- State law enforcement
- Local government agencies
- State government agencies

B. Non-profit – 501(c)(3)

An organization must provide proof of this status by submitting a copy of its status letter from the IRS with the application. The requirements for obtaining 501 (c)(3) status can be found on the Internal Revenue Service website (www.irs.gov); search for Publication 557, “Tax-Exempt Status for Your Organization.” If the IRS letter is not available, a letter from your organization’s authorized official listing officers, bylaws, and/or articles is permissible until such time that a copy can be obtained from the IRS.

C. Faith-Based Organizations

Faith-based organizations applying for grant funding do not have to relinquish or modify their religious identity (e.g., remove religious symbols) to be considered eligible applicants. However, grant funding may not be used to fund any inherently religious activity, such as prayer or worship. Organizations may continue to engage in inherently religious activities; however, such activities may not coincide with activities funded by the grant—i.e., such religious activities must be separate (in time and place) from the grant funded activity. Further, any participation in religious activities by individuals receiving services provided under the grant must be voluntary.

II. PROGRAM DESCRIPTION

A. Requiring Agency

Governor’s Office of Crime Prevention, Youth, and Victim Services (Office)

B. Opportunity Title

Title II Formula (JJAC) Grant Program

C. Submission Date

May 12, 2021 by 3 pm

D. Anticipated Period of Performance

July 1, 2021 to June 30, 2022

E. Funding Opportunity Description

The Governor's Office of Crime Prevention, Youth, and Victim Services and the Juvenile Review Council, Maryland's State Advisory Group (SAG), for the Title II Formula Grant, announce the availability of up to \$1,034,192 in grant funding for Title II (JJAC) and the Juvenile State Match Requirements (JSMR) program. The Office anticipates making 10-15 sub-awards ranging from \$25,000-\$150,000. All funds are to be used for the development and implementation of programs that address the program purpose areas outlined below.

Please note that applications that do not meet the minimum range noted above or those that exceed the maximum award allocation noted above are subject to removal from consideration during the initial technical review.

All funding is contingent upon the Governor's Office of Crime Prevention, Youth, and Victim Services receiving the specified grant funds from the U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention (OJJDP) and final approval of the Governor's Office of Crime Prevention, Youth, and Victim Services' budget during [Maryland's 2021 Legislative Session of the General Assembly](#).

The federal Title II Formula (JJAC) Grant Program provides funding to the State of Maryland to address juvenile delinquency through technical assistance, training, and effective programs for improving the juvenile justice system. The grant program is funded through the [Juvenile Justice and Delinquency Prevention Act](#), re-authorized by Congress in December 2018. Applicants are strongly encouraged to review the types of programs eligible to be funded under the [Act](#). Examples of model programs can be found at <https://www.ojjdp.gov/mpg/> and <https://www.ojjdp.gov/programs/index.html>. The program encourages the use of a developmentally appropriate and trauma-informed framework to inform and connect youth justice work to the development of individual and multi-agency comprehensive state plans that support the well-being of all youth and seek to prevent Adverse Childhood Experiences and trauma.

Successful programs will use strategies that reflect the seven hallmarks of the Developmental Approach to Juvenile Justice Reform:

- Accountability without criminalization;
- Alternatives to justice system involvement;
- Individualized approach based on assessment of needs and risks;
- Confinement only when necessary for public safety;
- A genuine commitment to fairness;
- Sensitivity to disparate treatment;
- Family engagement; and
- Prevention and education programs.

SAGs were established under the Juvenile Justice and Delinquency Prevention Act (JJDNA) and SAG members are appointed by the Governors/Chief Executives in each U.S. jurisdiction. They are principally responsible for monitoring and supporting the state's progress in addressing the four core requirements of the JJDNA as well as reviewing and making recommendations for Title II funding. For more information and to review Maryland's strategy and SAG members visit: <http://goccp.maryland.gov/children-and-youth/council/>¹

III. PROGRAM REQUIREMENTS

¹ Visit the "State Advisory Group Member Resources" page to view the SAG's Three-Year Plan.

A. Purpose Areas

Awards funded will support the establishment, enhancement, and/or improvement of programs in the purpose areas described below:

- Programs for positive youth development: Programs for positive youth development that assist delinquent and other at-risk youth in obtaining a sense of safety and structure, a sense of belonging and membership, a sense of self-worth and social contribution, a sense of independence and control over one's life, and a sense of closeness in interpersonal relationships

Successful applications to address this purpose area will:

- Provide support to youth and families that emphasize and build upon assets and strengths, rather than risks and barriers
 - Support youth in their development of healthy and safe relationships with peers.
 - Develop and cultivate relationships between youth and adults other than parents, who may serve as positive role models and advisors.
 - Encourage healthy lifestyle choices, including exercise and nutrition.
 - Assist youth to engage in positive organized activities, such as sports, the arts, or faith-based leagues or groups that give youth a sense of belonging.
 - Promote youth development via opportunities for education and employment.
 - Increase youth access to youth mentorship programs and similar opportunities
- Diversion: Programs to divert youth from entering the juvenile justice system, including restorative justice programs such as youth or teen courts, victim-inmate mediation, and restorative circles.

Successful applications to address this purpose area will:

- Reduce the number of juveniles subject to formal juvenile justice system processing by providing community-based resources and supports for youth and families at risk.
 - Conduct risk and needs assessments to support care planning and the identification of appropriate community-based services.
 - Provide alternatives to formal juvenile justice system processing via diversion programming coupled with community-based responses that address behavioral health needs, family discord, problematic sexual behaviors, domestic violence, learning and developmental disabilities, and youth with special needs.
 - Focus on youth success, rehabilitation, and accountability as well as public safety.
 - Increase the capacity of local caregivers, school staff, police officers, and other community members to divert youth from the juvenile justice system, using a lens
 - Identifying opportunities for case processing improvements, including decreasing administrative processing delays.
 - Work directly and collaborate with local law enforcement, State's Attorneys' Offices, and other partners to develop or enhance community-based outreach and programming to divert low-risk youth away from formal processing in the juvenile justice system. Other partners may include, but are not limited to, the Department of Juvenile Services Regional Office representative, the local Racial and Ethnic Disparities (RED) Coordinator (when applicable), community association groups, youth advocate groups, and the Juvenile Court Magistrate or Judge.
- Community-based alternatives to incarceration and institutionalization (including home-based alternatives): Community-based alternatives to incarceration and institutionalization including— (i) for status offenders and other youth who need temporary

placement: crisis intervention, shelter, and after-care; (ii) for youth who need residential placement: a continuum of foster care or group home alternatives that provide access to a comprehensive array of services; and (iii) for youth who need specialized intensive and comprehensive services that address the unique issues encountered by youth when they become involved with gangs

Successful applications to address this purpose area will:

- Develop and implement youth justice-focused, community-based services rooted in the balanced approach to restorative justice that support accountability without criminalization, public safety, and competency development for youth, with an emphasis on youth alleged to have committed or have been adjudicated of committing a violent offense.
 - Develop and bolster partnerships with the Department of Juvenile Services to ensure eligible youth and their needs are identified and referred for community-based alternatives.
-
- Community-based programs and services: to work with— (i) status offenders, other youth, and the parents and other family members of such offenders and youth to strengthen families, including parent self-help groups, so that juveniles may remain in their homes; (ii) juveniles during their incarceration, and with their families, to ensure the safe return of such juveniles to their homes and to strengthen the families; and (iii) parents with limited English-speaking ability, particularly in areas where there is a large population of families with limited-English speaking ability;

Successful applications to address this purpose area will:

- Reduce the number of juveniles entering the juvenile justice system by providing supportive services within the communities in which they reside.
- Decrease the juvenile recidivism rate by supporting evidence based and/or culturally responsive programs and services proven to be effective.
- Increase family support systems by building connections to training and community-based wrap-around resources.
- Support and enhance engagement between community-based programs and educational settings at all front-end points of contact (parents, police, schools and DJS) for youth who have sustained involvement with the juvenile justice system.

More information regarding Program Areas can be found at OJJDP's Performance Measure Tool (PMT): https://ojjdppmt.ojp.gov/help/program_logic_model.cfm?grantID=3

B. Partnerships

One of the primary goals of JJAC is to be inclusive of the various stakeholders and consolidate local or regional efforts to achieve results for the youth and families in the community. Partners are key to achieving that goal and their input into proposal development should be included in the program strategy section of the application narrative. In addition to family/community partnerships, there are governmental partners that should also be included in the proposed program. This section must include an outline listing the role of each partner as well as support from the community or agencies. **Letters of support must be included in an appendix and referenced in the narrative.**

The following are suggested partners:

- Department of Juvenile Services Regional Office Representative
- Local Racial and Ethnic Disparities (RED) Coordinator (if applicable)

- Local Management Boards
- State, county or municipal law enforcement
- Parent/guardians (including parent support groups and youth advocacy groups)
- Youth (including youth group representatives)
- Local State's Attorney's Office Representative
- Juvenile Court Family Magistrate or Judge
- Department of Education or local educational agencies
- Department of Human Services or local Department of Social Services
- Non-profit, faith-based, or community groups
- Non-profit, non-governmental victim advocacy organizations

C. Racial and Ethnic Disparities

All programs must address racial and ethnic disparities per Section 34 U.S.C. § 11133(a)(15) of the Juvenile Justice Delinquency Prevention Act, which requires states and territories to "implement policy, practice, and system improvement strategies at the state, territorial, local, and tribal levels, as applicable, to identify and reduce racial and ethnic disparities among youth who come into contact with the juvenile justice system."

In order to have successfully addressed Racial and Ethnic Disparities at the time of application and during service delivery, applicants will have demonstrated the following:

- Stay abreast of local and statewide juvenile justice and R/ED data (Relative Rate Index, Referrals to DJS Court/Intake, Cases Diverted, Pre-trial Detention, Confinement, and Transfers to Adult Court) by reviewing Maryland's Department of Juvenile Justice [Data Resource Guides](#).
- Create and/or enhance the collection of demographic-specific data to monitor progress and outcomes for program participants, and identify trends and challenges that prevent participants from successfully obtaining services and reaching goals.
- Provide leadership and staff with training and technical assistance opportunities on R/ED related topics such as Racial and Ethnic Disparities in the juvenile justice system, Implicit Bias/Unintentional racial bias, Cultural Competency and/or Responsiveness, Adverse Childhood Experiences, Trauma-Informed care and approaches, other opportunities to improve awareness and abilities to serve targeted populations.
- Examine and review policies and procedures with intentions of identifying objective eligibility requirements, criteria, guidelines, and internal processes that potentially impact youth of color and disadvantaged populations from enrolling into and successfully completing the program. Examples include number of applicants per household, age, current or previous court involvement, etc.
- Provide access to family-connected and community-based services in youths' home and community, especially in jurisdictions that have disproportionately high rates of involvement of arrest and referrals to court/DJS intake. Examples of such programming include the following: youth diversion, mentoring, family/youth empowerment, economic mobility, maternal/parental and infant engagement, restorative justice, and other prevention-centered opportunities.
- Join or establish a local committee within your jurisdiction and targeted service areas that works to address issues of R/ED within the schools and community levels.
- Incorporate the experiences of system-involved youth and families into your current and future planning efforts to gain their perspective on serving this population and enhance your service delivery.

Priority will be given to those applicants who make strategic and intentional efforts to

reduce RED. To receive full points during the application review, proposals must incorporate short-term and long-term strategies as detailed immediately above to reduce racial and ethnic disparities amongst their target population.

D. Compliance with 8 U.S.C. § 1373

Applicants who are government entities or a public institution of higher education are required to certify compliance with 8 U.S.C. § 1373 Communication between government agencies and the Immigration and Naturalization Service. Information regarding this statute can be found at [8 U.S.C. § 1373](#). Relevant OJJDP certification forms may be accessed at [Certifications relating to 8 U.S.C. 1373 forms](#). Certification forms must be submitted with your application. Refer to section on **Forms for certifications from prospective subrecipients under FY 2019 Title II Formula Grants ("Title II") Program (OJJDP)**.

E. Sustainability and Continuation Programs

Emphasis will be placed on programs that submit a comprehensive sustainability plan and on proposals that collaborate with other programs, jurisdictions, or regions to maximize the use of resources.

If the proposed program is a continuation of a program initiated in a previous year and funded through JJAC, the applicant must reduce requested funding by 25%. To be clear, applications made to support programs that are similar in nature/scope to an organization's existing JJAC or JSMR program must reduce their funding request by at least 25% of the current award amount. Applications must provide a detailed status of the existing program, to include goals, objectives, and performance measures. Applicants must also explain how the reduction in funding will impact the program. **If the 25% reduction places a current subrecipient below the \$25,000 minimum application threshold for JJAC funding, continuation will not be considered. Subrecipients in this situation should consider applying for another project that is different in nature/scope than the current project.**

F. Office of Justice Programs (OJP) Evaluations

Applicants should also note that OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. Grantees will be expected to cooperate with program-related assessments or evaluation efforts, including the collection and provision of information or PMT data requested by OJP (or its designee) for the assessment or evaluation of any activities and/or outcomes of those activities funded under this solicitation.

G. Problem/Need Statement

Applicants should include a statement of the problem or need area that the proposed activity/services will address. This need area must be aligned with one of the prioritized Title II formula purpose areas and **must be supported by a data analysis** for a period of at least 3 years to highlight the need for the program/project proposed. Applicants are encouraged to utilize the Department of Juvenile Services' [Data Resource Guide](#) as a source for juvenile justice data. Successful applications will:

- Be based on a clear understanding of the local population, including a discussion of the data (including sources) for the populations impacted by the proposed activity
- Incorporate local partners necessary to ensure success in addressing the complex and unique needs of the population
- Consider best practices and evidence-based approaches in program implementation
- Demonstrate a connection to local efforts for which the proposed strategy is complementary and not duplicative.

H. Youth Participation

Applicants are required to incorporate youth voices in the development of the proposal. By supporting and engaging young leaders, organizations and communities experience direct benefits, through stronger connections to other young people in the community. Examples of this include youth councils, board positions, and other leadership initiatives. Priority will be given to applicants with a clear and intentional plan to include youth and families in the project design as well as implementation.

I. Outputs and Outcomes

Grantees will be required to track and measure program outputs and outcome based performance measures that directly support the Office's objective of reducing victimization and delinquent behavior in Maryland's children and the Children and Youth Division's goals of increasing the wellbeing of Maryland's children and youth as well as addressing and preventing² Adverse Childhood Experiences (ACEs) and the impact of childhood trauma. Outputs and outcomes must be recorded and submitted to the Governor's Office of Crime Prevention, Youth, and Victim Services on a quarterly basis. In addition, please note that all grants awarded under this funding opportunity will be required to report on the following mandatory performance measure:

1. Number of youth and/or families who have reported an increase in their overall well-being. Note: For this purpose, well-being is defined to include the Center for Disease Control and Prevention's protective factors to reduce Adverse Childhood Experiences³:
 - Do program participants report having safe, stable, and nurturing relationships, meaning, children have a consistent family life where they are safe, taken care of, and supported?
 - Do program participants report having positive friendships and peer networks?
 - Do program participants report having caring adults outside the family who serve as mentors/role models?
 - Do program participants report having caregivers who can meet basic needs of food, shelter, and health services for children?
 - Do program participants report having strong social support networks
 - Do program participants report having caregivers that help them work through problems?
 - Do program participants report having caregivers who engage in fun, positive activities together?
 - Do program participants report having caregivers who encourage the importance of school and positive academic outcomes?

The following is a sample list, and is not all inclusive of all potential outputs and outcomes that may be included in final awards:

- Number of youth served by the program.
- Number of youth who successfully fulfilled all program obligations and requirements.
- Number of youth who were arrested or seen at a juvenile court for a new delinquent offense within 6-12 months of exiting the program.
- Number of youth served by the program who exhibited a decrease in antisocial behavior.

² Fortson, B. L., Klevens, J., Merrick, M. T., Gilbert, L. K., & Alexander, S. P. (2016). Preventing child abuse and neglect: A technical package for policy, norm, and programmatic activities. Atlanta, GA: National Center for Injury Prevention and Control, Centers for Disease Control and Prevention.

³ Risk and Protective Factors, <https://www.cdc.gov/violenceprevention/aces/riskprotectivefactors.html>

- Number of youth who exhibited an improvement in family relationships.
- Number of juveniles linked to community-based diversion programs.

Required Performance Measure	Numerator (NUM) and Denominator (DEN)
Percent of youth who have reported an increase in their overall well-being	<p>NUM: # of youth who have reported an increase in their overall well-being DEN: # of youth that complete survey</p> <p>Definition: Well-being is defined as the Center for Disease Control and Prevention's protective factors for preventing Adverse Childhood Experiences:</p> <ul style="list-style-type: none"> • Do program participants report having safe, stable, and nurturing relationships, meaning, children have a consistent family life where they are safe, taken care of, and supported? • Do program participants report having positive friendships and peer networks? • Do program participants report having caring adults outside the family who serve as mentors/role models? • Do program participants report having caregivers who can meet basic needs of food, shelter, and health services for children? • Do program participants report having strong social support networks • Do program participants report having caregivers that help them work through problems? • Do program participants report having caregivers who engage in fun, positive activities together? • Do program participants report having caregivers who encourage the importance of school and positive academic outcomes?

	<i>Note: The DEN implies that a survey will be used to obtain data. If using a different method or methodology to obtain data, please revise the DEN.</i>
--	---

Performance Measure	NUM and DEN
Number of youth served by the program	Definition: Number of unduplicated youth served by the program.
Percent of youth who successfully fulfilled all program obligations and requirements	NUM: # of youth who successfully fulfilled all program obligations and requirements DEN: # of youth served by the program
Percent of youth who were arrested or seen at juvenile court for a new delinquent offense within 6-12 months of exiting the program	NUM: # of youth who were arrested or seen at juvenile court for a new delinquent offense within 6-12 months of exiting the program DEN: # of youth served by the program
Percent of youth served by the program who exhibited a decrease in antisocial behavior	NUM: # of youth served by the program who exhibited a decrease in antisocial behavior DEN: # of youth served by the program
Percent of youth who exhibited an improvement in family relationships	NUM: # of youth who exhibited an improvement in family relationships DEN: # of youth who complete a survey <i>Note: The DEN implies that a survey will be used to obtain data. If using a different method or methodology to obtain data, please revise the DEN. Example: # of youth who participate in exit interview</i>
Percent of juveniles linked to community-based diversion programs	NUM: # of juveniles linked to community-based diversion programs DEN: # of juveniles served by the program

J. Management Capabilities

In addition to the information required per the [NOFA instructions](#), applicants should also specify their plan to recruit, hire, and retain staff who reflect the population that they plan to serve, such as language proficiency, ethnic background, or lived experience. If not able to hire staff who reflect the population to be served, applicants should specifically address how they will engage the community or address language barriers.

IV. APPLICATION PROCESS

Applicants are required to apply for grant funding through the Governor's Office of Crime Prevention, Youth, and Victim Services' web-based application process, which may be accessed through the web URL www.goccp.maryland.gov and clicking on **GRANTS MANAGEMENT SYSTEM**, or by going directly to the login screen using the URL: <https://grants.goccp.maryland.gov>.

In order to use the Governor's Office of Crime Prevention, Youth, and Victim Services' web-based application you must have a User ID.

If you have *not* previously applied through the web, go to the following URL to obtain instructions and the information required to obtain a User ID and password: <http://goccp.maryland.gov/grants/requesting-access/>.

The last day to request a User ID is April 2, 2021. If you have previously applied through the web, use your existing User ID and password.

If you have previously applied to the Governor's Office of Crime Prevention, Youth, and Victim Services, but do not have your User ID, or are having technical issues with the system, contact the helpdesk via email at support@goccp.freshdesk.com for assistance.

If you need assistance completing the program-specific information required in the online application, please contact Sabraya Knight at Sabraya.Knight@maryland.gov.

V. TRAINING/TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect the Governor's Office of Crime Prevention, Youth, and Victim Services' established guidelines and procedures, training is provided through [training videos posted on the Office website](http://goccp.maryland.gov/grants/gms-help-videos/). These may be accessed through the following URL: <http://goccp.maryland.gov/grants/gms-help-videos/>.

Please review the [training videos](#) prior to beginning your application to become familiarized with system guidelines, fiscal review and tips, civil rights requirements, etc.

Additionally, [instructions](http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf) for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Applicants are encouraged to review these [instructions](#) prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

The Governor's Office of Crime Prevention, Youth, and Victim Services will conduct a **technical assistance conference call** to provide further application assistance and to answer questions. The JJAC technical assistance call will be held from 11:00 A.M. - 12:00 P.M. on Friday, April 30, 2021.

Call in Number: +1 347-696-8951

PIN: 426 786 853#

Meeting Link: <https://meet.google.com/rso-ahqs-upv?hs=122&authuser=0>

VI. IMPORTANT DATES

Date for Application Technical Assistance	April 30, 2021
Deadline to Request a User ID	May 2, 2021
Deadline to Submit an Online Application	May 12, 2021 by 3 pm
Letter of Intent Emailed/Denial Letters Emailed	July 2021
Award Documents Emailed	July 2021
Sub-award Start Date	July 1, 2021
Sub-award End Date	June 30, 2022

VII. APPLICATION EVALUATION

The Governor's Office of Crime Prevention, Youth, and Victim Services, along with the SAG will assess the merits of the proposed program in each of the following areas (See Notice of Funding Availability Application Instructions located at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>) and will score each application accordingly:

- Problem Statement/Needs Justification (15 points total)
- Program Goals and Objectives (20 points total)
- Program Strategy/Program Logic (10 points total)
- Performance Measurement (outputs, outcomes, and impacts) (20 points total)
- Timeline (5 points total)
- Spending Plan and Budget (reasonableness, cost effectiveness, detailed justification per line item) (20 points total)
- Management Capabilities (5 points total)
- Sustainability (5 points total)

The JJAC Grant is a competitive application process. The Governor's Office of Crime Prevention, Youth, and Victim Services will conduct a three-tier review, to include internal staff and external independent reviewers, of each application submitted in accordance with this Notice of Funding Availability. SAG members will participate in the initial review of applications as well as the final approval of all applications recommended for award. As part of the internal review, the Governor's Office of Crime Prevention, Youth, and Victim Services staff will also review the following for each application:

- Crime rate
- Geographic distribution
- Scope (geographic size and location)
- Reach (ability to recognize and address the needs of underserved populations)
- Audit findings
- Performance history with previous awards

BONUS POINTS CRITERIA

1. Bonus points will be given to those applicants who align their proposed activity with the recommendations outlined in the National Research Council's 2014 report [Implementing Juvenile Justice Reform: The Federal Role](#) and other current research on adolescent brain development. Applicants must outline how their proposed strategy incorporates the seven hallmarks to a developmental approach to juvenile justice.
2. Bonus points will also be given to applicants who propose to implement an evidence-based, promising, or proven program. Applicants are encouraged to review

national best practices and evidence-based, proven, and promising program examples in selecting a strategy for implementation by visiting: <http://www.ojjdp.gov/mpg/>. Applicants should also provide details on how they will maintain fidelity to the proposed evidence-based, promising, or proven program.

3. Bonus points will be awarded to applicants who provide a long-term, multi-year sustainability plan. This is in addition to the sustainability plan requirements mentioned on page 5.
4. Bonus points will be awarded to applicants who propose a plan to address learning and other developmental disabilities/special needs at the time of application and during service delivery. Proposals that focus on employment preparation, academic success and attainment, and diversion programs for youth with learning and other developmental disabilities/special needs are encouraged.

VIII. FUNDING SPECIFICATIONS

A. Funding Cycle

Commencement of awards funded under the JJAC Grant for FY 2022 will begin July 1, 2021 and end on June 30, 2022. Funds are paid on a reimbursable basis.

B. Allowable Costs

The following is a listing of services, activities, and costs that are eligible for support with JJAC funds within a sub-recipient's organization:

- Salary & fringe
- Skills training for staff related to stated priority areas
- Training related travel
- Equipment
- Youth Engagement/Collaboration
 - Stipends for youth participation in activities organized by the applicant
 - Costs associated with the development and establishment of Youth Advisory Boards or leadership positions
 - Training for staff to understand the challenges and barriers for youth with lived experience and/or providing professional development to youth with lived experience to become peer support specialists or serve in leadership positions

Additionally, if an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services, where appropriate.

C. Unallowable Costs

The following services, activities, and costs cannot be supported with JJAC funding:

- Lobbying/administrative advocacy
- Advertising/public relations (See 2 CFR § 200.421)
- Capital expenditures
- Fundraising/investment management tools
- Audit expenses
- Property insurance
- Trinkets (e.g., hats, mugs, portfolios, t-shirts, coins, gift bags, etc., whether or not they include the conference name or Office of Justice Programs/Department of Justice logo) must not be purchased with Department of Justice funds as giveaways for conferences.

Basic supplies that are necessary for use during the conference (e.g., folders, name tags) may be purchased.

- Entertainment/amusement/diversion/social activities and their associated costs (e.g. tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities)

The list above is not exhaustive. The Governor's Office of Crime Prevention, Youth, and Victim Services reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.

D. Consultant Rates

The threshold for consultant rates is \$650 per day. Rates above this threshold will be considered on a case by case basis, with sufficient budget justification.

IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS

The Governor's Office of Crime Prevention, Youth, and Victim Services will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grants Management System. All programmatic electronic reports are due within 15 calendar days of the end of each quarter. Financial electronic reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System, using the same User ID and password that were used for the application process.

For further post-award instructions, read the Special Conditions specific to your award in the GMS and read the General Conditions which can be found at:

<http://www.goccp.maryland.gov/grants/general-conditions.php>.

A. Electronic Funds Transfer (EFT)

The Governor's Office of Crime Prevention, Youth and Victim Services encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:

<https://marylandtaxes.gov/divisions/gad/eft-program.php>. See Form GADX-10 and the GAD 710 Form to instruct first time vendors to update vendor information with the General Accounting Division (GAD)/Comptroller of Maryland and to instruct existing vendors how to update changes in banking information.

B. Match

There is a 10% non-federal cash match requirement imposed on grant funds under this program. This means that sub-awards made under JJAC may not cover more than 90% of the total cost of each project. Cash resources used as match must be directly related to the project goals and objectives, documented, and clearly show the source, amount, and timing of all matching contributions. Additionally, sources of match are restricted to the same uses allowed under the JJAC program and must be documented in the same manner as JJAC program funds (including financial and programmatic reports).

For guidance on calculating match please refer to the match calculator:

<http://goccp.maryland.gov/grants/tips-and-guidance/grant-match/>.

C. Supplanting, Transparency, and Accountability

Federal funds must be used to supplement existing state and local funds for program activities

and must not replace those funds that have been appropriated for the same purpose. See the Office of Justice Programs Financial Guide (Part II, Chapter 3). There are strict federal laws against the use of federal funds to supplant current funding of an existing program. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures.

A strong emphasis is being placed on accountability and transparency. Grantees must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

X. APPLICATION CHECKLIST

What an Application Should Include:

- ☐ Face Sheet
- ☐ Project Summary
- ☐ Narrative
 - ☐ Problem Statement/Needs Justification
 - ☐ Program Goals
 - ☐ Program Strategy
 - ☐ Program Measurement
 - ☐ Timeline
 - ☐ Spending Plan
 - ☐ Management Capabilities
 - ☐ Sustainability
 - ☐ Applicant Disclosure of Pending Applications Statement
- ☐ Unique Entity Identifier (UEI, currently DUNS number) and SAM Registration
- ☐ Letters of Support/Commitment
- ☐ Budget and Budget Justification
 - ☐ Personnel
 - ☐ Operating Expenses
 - ☐ Travel
 - ☐ Contractual Services
 - ☐ Equipment
 - ☐ Other
- ☐ Indirect Cost Rate Agreement or Documentation Supporting Use of the De minimis Indirect Cost Rate (if applicable)
- ☐ Budget Prioritization
- ☐ Certified Assurances
- ☐ Certification Regarding Lobbying
- ☐ Certification of Compliance with 8 U.S.C. § 1373 (If government entity or institution of higher education)
- ☐ Audit Findings/Corrective Action Plan (if applicable)
- ☐ Single Audit Requirements (if applicable)
- ☐ Proof of 501 (c)(3) Status (if applicable)

*Please note, the [Subrecipient Organizational Capacity Questionnaire](#) is no longer due at the time of application. The completed questionnaire will be required prior to entering into a sub award for successful applications, therefore **prior** to processing of award packets.

More information on each item above can be found in the [NOFA Application Instructions](#).

Additional Applicant Resources:

Code for Federal Regulation Title 2 CFR: https://ecfr.io/Title-02/cfr200_main

Department of Justice (DOJ) Financial Guide: <https://www.ojp.gov/financialguidedoj/overview>

Maryland Code: <https://mdcourts.gov/lawlib/research/gateway-to-md-law/code-rules-laws-sources>

FBI Crime Data Explorer: <https://crime-data-explorer.fr.cloud.gov/explorer/state/maryland/crime>

211 Maryland - a statewide resource available by phone and internet 24/7 to connect residents to health and human resources: <https://211md.org/>